

**SKILLWORKS
CAREER COACHES TRAINING
WINTER/SPRING 2006**

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Proceedings**

GOALS OF CAREER COACHING TRAINING

To assist career coaches in the Skill-Works program to better integrate career planning & development into their work with program participants.

To provide an introductory training to career coaches in the fundamental principles of career planning & development.

To offer information, advice, expertise and resources to career coaches who may not have access or time to reflect on the career development needs of program participants.

DISCUSSION TOPICS

Initial Information Gathering Session (February 10, 2006):

What do you do in your role as a Career Coach?

Does your current work role incorporate career planning & development? If so, how? If not, why not?

What do you most want to know about career planning & development?

What are some challenges you experience that we did not discuss when trying to incorporate career planning & development work into your role as a Career Coach?

Training I (March 1, 2006):

The Meaning of Work

The Role of the Skills-Works Career Coach: Case Manager/Career Counselor

Models of Career Counseling

Assessing Career Readiness

Self-Assessment/Career Conversations

Next Steps: Trainings II & III: April 4, 2006 & May 5, 2005

Assessment/Exploring Options/Using Resources

Making Decisions/Setting Boundaries/Time Management/Effective Communication

LESSONS LEARNED (TO-DATE)

Core group of committed career coaches with high level of client-centered service orientation

Programmatic demands affect opportunity/need to perform career coaching function

Job responsibilities affect opportunity/need to perform career coaching function

Exposure to/knowledge of formal career planning & development models & principles limited

Approaches to career planning & development can be modified/adapted to meet the unique needs of the programs/participants

Opportunity to share experiences and learn from one another appears to be both valuable and desirable

Ongoing opportunities to apply career planning & development principles would benefit staff and program Participants

Work means different things to different people, and it is important to understand your own ways of defining work, while respecting the way your client is thinking of work when you are providing services.

Career Coaches perform many different functions in their work every day, and if you are intentional about the career planning & development work you are doing with clients, it is possible to integrate elements of career planning & development into other realms of the work being done.

There are many ways to think about and adapt career coaching models so that clients are best served with the particular model being used.

Not all clients are ready at the same time to take on the work of career planning & development. Tools and assessments exist to assist career coaches to determine what factors may be inhibiting a client's career activity, and to better assess a client's career readiness and motivation to make change.

As client's progress and are ready to make change, numerous self-assessment resources and tools are available to assist in the process. Learning about and using a variety of assessments and sharing applied experiences with other career coaches prepares the career coach to anticipate where potential obstacles may arise, and which assessments are most useful with clients.

Having the opportunity to share workplace experiences and frustrations helps career coaches to understand their role and responsibilities, and fosters growth and learning.